LEARNING CONNECTION

Providing data, resources, and tools
to support student achievement.

2011 Alternate Assessment Teacher Step by Step

You must have a Learning Connection account and that account must have ISTAR access.

To register for an account: Log on to: https://learningconnection.doe.in.gov and click the *Register* button. Follow the steps (make sure that you choose at least one school).

To get ISTAR Access: Once your Learning Connection account has been accepted, your local LC administrator sets your permission for ISTAR to *Educator.* If you do not have an *Apps* tab on your Learning Connection *Dashboard*, you will need to contact your local special education administration to get your LC/ISTAR permissions set up.

Log-in

1. Log on to: https://learningconnection.doe.in.gov . Or go to the Learning Connection link on the IDOE homepage (www.doe.in.gov)
2. Enter username and password
3. Click Login
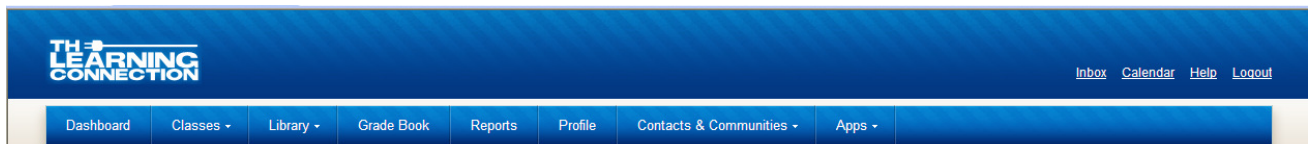
The Learning Connection Dashboard

The *Learning Connection Dashboard* has many features that you can explore and learn more about later, but the tabs that used for ISTAR are:

1. **Dashboard** – the main page of the Learning Connection Program. You can view notification, announcements, forum threads, upcoming events and your contacts and communities.

2. **Profile** – from the *Profiles* tab you can edit your basic information, settings, and notifications.

      ° *Info* tab – you can edit your e-mail, basic information, send messages to contacts or remove them from your list, and view your communities or remove it from

your list. Also on the *info* tab is an edit button after your name to make corrections if needed.

° *Settings* tab – you can edit your privacy settings, user information, and defaults.

° *Notifications* tab – you can set the frequency of notifications and what type of notifications you want to receive.

3. **Contacts and Communities** – you can view your contacts and communities or add new a one(s)

° *Find a Person* – you can add other LC users as contacts by adding them from here. You can search by name only, or filter by subject or grade level/course.

° *Find a Community* – there are two types of communities, user created (e.g. ISTAR Alternate Assessment users) and schools. You must have ISTAR access to the school where the student's STN is to be able to assess the student in ISTAR.

4. **Apps -** The *Apps* tab is where you access the ISTAR application. *If you do not have an Apps tab, contact your local special education or Learning Connection administrators. From the Apps tab you will be in the ISTAR application. You will have two options on the left side of the screen, MY ISTAR Caseload, and ISTAR reports

My ISTAR Caseload

An ISTAR educator level account can **no longer add students** to their own caseload. **If you do not see all of your students**, contact your local ISTAR Administrator to add specific students to your caseload.

1. From *My ISTAR Caseload*, you will see icons. Place cursor over each icon to view title:
   a. ⭐Assessment
   b. 🧩 Progress Monitoring (only visible if an ISTAR assessment has been completed and there is no open ISTAR assessment)
   c. 📁Student Files
   d. 🖼️ Student Demographics
   e. 📄Access Log
   f. 🛡️Student Security
   g. ❌Remove from list

ISTAR Assessment ⭐
1. Select the ⭐ Assessment icon.
2. You will see **Create Assessment** with student name, DOB, and grade listed. *Grade Level* should default to current grade. If grade level is incorrect, you can change it here to get

the correct assessment areas, <u>but it will also need to be changed through your local STN administrator</u> to make sure that the grade is correct for state assessment purposes. Assessment Type is grayed out.

3. Select a *Purpose*:

    - *ISTAR Assessment in lieu of ISTEP+*. This option will flag the assessment for state data reporting and these students will appear on the Compliance Monitoring Report.
    - *ISTAR as a potential assessment tool*. This option can be used for local purposes for students in Grades 2-12.

4. Select *Exceptionality.*

5. Select *Cognitive Functioning.* If you selected *ISTAR Assessment in lieu of ISTEP+,* you will need to select a Cognitive functioning. Not Applicable only applies to ISTAR *as a potential assessment tool*.

6. Click **Next** or **Cancel**

7. If you selected **Next**, the page that appears for:

    ° <u>*ISTAR Assessment in lieu of ISTEP+*</u> - Your selections from the previous page are listed and the content areas that are required for the selected grade are grayed out (locked in). You have the opportunity to select *additional areas to assess. *This part of the assessment is for local purposed and will not be used for state data reporting.

    ° <u>*ISTAR as a potential assessment tool*</u> - Your selections from the previous page are listed and you can select the content areas that you want to include in this assessment. *This assessment information is for local purposed and will not be used for state data reporting.

8. Click **Next, Previous** or **Cancel**

9. If you selected **Next,** the page that appears verifies your selections from the previous page.

10. Click *Finish* to save selection, *Previous* to go back and make changes or *Cancel* to cancel this assessment.

     NOTE:

    - Only the Case Manager can *Create* and *Finalize* an assessment.
    - An ISTAR Administrator is the only one who can give access to another user
    - After an assessment is *Created*, other providers who have been given access to the student can contribute to ratings

    The Areas to Assess (*Assessment Map)* will appear. If you want to leave this page click on the ***Return to My ISTAR Caseload***. <u>**DO NOT**</u> hit the back button to leave this page or you will lose your assessment icon and have to contact the LC help desk to get it back.

You can return to this assessment from your student list anytime by clicking on the assessment icon ⭐

11. Select the assessment area to score/rate by clicking on the pencil ✏. Each Standard area is listed and below that are rows containing boxes of performance skill statements.
    - Read the scoring/rating directions at the top of the page.

    > Select ALL rubric skills/boxes per performance thread/row that best represents the student's demonstrated skills.

    - To determine which boxes are appropriate, click the icon in each box to view examples of behaviors 🖼.
    - Review list of examples. **NOTE:** when a child has performed *MOST* of the examples, the child has demonstrated the Performance Skill. If the Performance Skill is stated in plural form, **NOTE:** this means *More Than One*

12. Check **ALL** boxes the best represent the students demonstrated skills

13. If you would like to include a note for a skill, go to the pad icon 📘 at the end of the row, click, and type the anecdotal note (spell check is available 🔤). Your name and date will automatically be included when you *Save*. The note appears between the performance rows.
    REMEMBER: ANYTHING YOU WRITE IS PART OF A LEGAL DOCUMENT; CREATE POSITIVE CONTENT AND USE SPELL CHECK.

14. Click *Save*, this will return you to the *Assessment Ma*p page. You will see the number of threads that you assessed from each category you have rated.

15. Choose another assessment page to score/rate.

16. When an assessment page is completed you will see a box beside the area rated that has now been checked.

17. *Print Draft Report* is available prior to finalizing an assessment on the *Assessment Map.*

18. *Delete Assessment* is available on the *Areas to Assess* page, if needed, but only prior to finalizing that assessment. The reason, time and date will be recorded in the *Student File.*

19. When all assessment pages have been completed, you can select *Finalize*, if you are the Case Manager.

20. An *Assessment Summary Report* can be printed from the *Student File* on your *My ISTAR Caseload list* or from Individual Reports.

Attachments 📎

Attachments can be added in two ways:
    ° Per assessment thread. There is a paper clip icon 📎 at the end of each performance row. Selecting this option will automatically attach your item to that particular performance thread.

- ° Or, per assessment content page. *+Add Attachment* is at the top of each assessment content page. This allows adding the item to more than one assessment area.
    1. Select the paper clip icon 📎 on the assessment page or *+Add Attachment* of the assessment content page.
    2. Browse for the document you want to upload
    3. Type in a description
    4. Check threads if applicable
    5. Select Attach File or Cancel

The attachment can be viewed from the paper clip icon 📎 on the assessment thread and also on the *Areas to Assess* page.

Progress Monitoring 📄

Progress Monitoring (PM) is **available ONLY** after a finalized assessment. This icon 📄 will only appear after an assessment is finalized and if there is not an open assessment⭐. Only the Case Manager can create and finalize PM. A user will only see both icons when there are **no** assessments opened.

1. Case Manager selects the *Progress Monitoring* icon 📄 to get to *Create Progress Monitoring* page. The areas available to assess are those areas assessed in the last ISTAR assessment.
2. Check assessment areas to rate, then select *Next* or *Cancel*.
3. If Next was chosen, check performance threads to rate, then select *Next* or *Cancel*.
4. If you selected **Next,** a page appears which verifies your selections. Click **Finish** to save selection, **Previous** to go back and make changes or **Cancel** to cancel Progress Monitoring.
5. Select the *pencil* ✏ of a performance thread to begin.
6. Each item has a drop down box of incremental behaviors to rate. Refer to the box on the page for scoring definitions.
7. Select a skill level for each item.
8. Select *Save* to save selections or **Cancel.**
9. This takes you back to the *PM areas to Assess* page. You will see the number of items that you rated from each category you saved. You can choose the next performance thread to rate or click on *Return to My ISTAR Caseload* to exit.
10. When all selected performance threads are rated, select *Finalize PM.* Only the Case Manager can finalize a PM.
11. A draft report can be viewed and printed from the *Progress Monitoring Areas to Assess* page.
1. You may also *Delete a PM* prior to finalizing, this is located on the *Progress Monitoring Areas to Assess* page

2. A finalized Summary *PM Report* can be accessed from *ISTAR Reports*

Student Files 📁

Finalized ISTAR assessments will be accessible via the Student Files 📁 on the caseload list including any attachments associated with that assessment.

Student Demographics 🖼️

The Student Demographics folder contains general information pulled from STN and also lists the Case Manager.

Student Access Log 📥

The Student Access Log contains system events such as finalizing or deleting assessment and also lists users who have accessed the students account. This log includes the users name, date, time, and action taken.

Student Security 🛡️

The Case Manager can view the list of users who have been given security access to the student account. Only ISTAR Administrators are responsible for approving and removing access of all non-Case Manager users to student accounts.

Remove from List ✖️

If a user no longer needs access to a student they can remove the student from their list.
1. Click on the ✖️ icon.
2. Click on **OK** to remove the student or **Cancel**.

ISTAR Reports

The following reports are accessible by clicking ISTAR Reports on the left of your Dashboard:
   a. Individual Reports
      o   Assessment Summary
      o   Comparison Bar Graph (ISTAR-KR users only)
      o   Progress Monitoring
   b. KR
      o   Monitoring Report (ISTAR KR users only)
   c. Alternate Assessment
      o   Compliance Report

Individual

1. Click on *ISTAR Reports* on the left of your Dashboard
2. Click on *Individual Reports*
3. Select student from the drop down list
4. Report to run: select one of the reports
5. Click Generate Report

A pdf version of the report will appear and user can save or print.

KR Monitoring Report (used for ISTAR KR users)

Compliance Report (SCHOOL AGE ONLY)

The Compliance report is only available March 1-April 30th. This list report represents the list of students on *My ISTAR Caseload* that have ISTAR in lieu of ISTEP+ selected for the assessment. The ISTAR Compliance report will let users know which students have (finalized) assessments and those who do not, during the ISTAR AA assessment window. It will list name, teacher, school, birth date, grade, exceptionality, criteria, and date of finalization. Progress on assessments can be monitored regularly to assure compliance.

1. Click on *ISTAR Reports* on the left of your Dashboard
2. Click on *Monitoring* under the Alternate Assessment heading
3. Click on *Generate Report* to update the window

Students will appear on this report once an assessment has been created after March 1, 2011.

Who to contact when you need help

1. General ISTAR-AA Assessment issues, contact: kstein@doe.in.gov
2. LC or ISTAR technical issues, contact: IDEA@doe.in.gov

General Resources

- ISTEP+, IMAST, and ECA information and contacts, please do to IDOE website and select ISTEP+/Assessments, and find the assessment needed
- ISTAR-AA Criteria, Cut Scores, Performance Level Descriptors (PLS's) and paper copies of all the assessments are posted on the IDOE website: http://www.doe.in.gov/assessment/istar_resources.html
- Join the LC Community *ISTAR Alternate Assessment User Group.*
  This forum is for ISTAR-Alternate assessment users and administrators. This is a forum to allow us to communicate IDOE Information more efficiently with you. Through this forum you can post questions, network with colleagues, view announcements, and training materials.